

CITY OF BURBANK

FORENSIC SPECIALIST SUPERVISOR

DEFINITION

Under direction, to supervise field, evidence, and property activities; and to do related work as required.

ESSENTIAL FUNCTIONS

Coordinates and supervises the activities of the Identification Bureau and Forensic Specialists; supervises the handling, processing, and storage of property; prepares work schedules; develops and implements new employee and in-service training programs; develops and implements policies and procedures; supervises the maintenance and timeliness of records and reports; reviews the work of others; supervises maintenance of the Bureau's supply inventory; supervises, trains, and evaluates employees; performs field, evidence, and property functions when necessary; makes recommendations regarding hiring, promotion, and transfer; recommends disciplinary action, as needed up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the law, policies, and procedures applying to the collection and preservation of physical evidence; scientific crime scene investigation; the analysis and identification procedures for latent fingerprint evidence; the various methods of fingerprint classification; modern photographic equipment and photography techniques; computers; methods of preserving evidence at crime scenes; methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence
- Ability to – communicate effectively both verbally and in writing; prepare clear and concise reports; recognize, collect, preserve, transport, and analyze physical evidence without contamination; testify in court regarding evidence; prepare latent palm and fingerprints for evidence to be used in court; identify portions as parts of complete prints; do extensive kneeling, stooping, crawling, reaching, climbing, and pushing and/or pulling of objects; lift and carry a minimum of 20 pounds; visually detect subtle shades of color, contrasts, and spatial relationships; take instruction and follow orders; work as part of a team as well as independently with little supervision; be readily available by phone or pager when on-call and able to respond to emergencies 24 hours a day; be detail oriented, work logically and methodically to bring a problem to solution; keep records and maintain statistics; effectively supervise and evaluate activities of assigned personnel; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Education equivalent to an Associate Arts Degree from an accredited college with major coursework in a closely related field and three years full-time experience in law enforcement identification work; including investigative photography, fingerprint identification, collection, development, and preservation of physical evidence. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Training or experience in management and/or supervision